

**Saskatchewan Health Educators Association (SHEA) Agenda**  
**Thursday October 13th 2011 @ 4:00 pm**  
**Ministry of Education, 6<sup>th</sup> Floor Boardroom**

**Attendees:** Kendra Beliveau, Ashley Looyesen, Krista Sherman, Kyla Christiansen, Cynthia Moore, Jenni Senger, Kathy Fowler (via phone), Shelley Barthel (via phone), Stephanie Wiens

**Regrets:** Leah McDonald

**1.0 Approval of Agenda:** Krista Sherman

**2.0 Approval of Minutes:** Ashley Looyesen

**3.0 Reports**

**3.1 Presidents Report**

a) Welcome to new members!

b) SHEA Executive

President – Kendra Beliveau

Vice-President – Vacant

Treasurer – Ashley Looyesen

Secretary – Krista Sherman

Website – Kendra Beliveau

University Liaison – Shelley Barthel

Ministry of Education Liaison – Kyla Christiansen

Ministry of Health Liaison – Vacant

Members at Large – Kathy Fowler, Cynthia Moore, Stephanie Wiens, Jenni Senger

c) SHEA Contact List 2011-2012 – Kendra will update contact list via e-mail. Will be sent out to executive only.

### **3.2 Treasure's Report**

- a) Signatures - Both Ashley & Kendra's signatures are needed for the account.
- b) Deposit Card – Currently we can not withdraw money from account with the card but can deposit money into the account with the card. Currently, we can still write cheques from the account
- c) Credit Card – Together, as a group, we decided to not worry about getting a credit card at this time because the process to get a credit card is large. If we decided we need a credit card at a later date we can go through the process then.
- d) Online Banking & Balance – Ashley and Kendra can access online account for easy banking and also to provide a current balance during our monthly SHEA meeting. Statements are available online and we will no longer receive a paper copy of statements. During meeting we were able to access TCU financial online. Current balance in the account is \$9640.61. Recently received a cheque from SPEA for their share in the profits of the SPEA/SHEA conference.

## **4.0 Business**

### **4.1 SHEA Website**

- a) Kendra provided a copy of the SHEA website outline
- b) Recently, the STF contact has forwarded an email to website technician regarding what will be on the new website.
- c) We are looking for a picture to put on the home page of the website.
- d) Shelley, Ashley & Krista met during the summer to discuss the 'Resources and Supports' on the website and got stuck. Currently Ashley has some sample lessons, action plans and unit plans that could be used on the website.
- e) An idea was brought to the table to ensure that on the website we have a section specifically for Pre-Service Education Students and people working in Health Promotion. Some examples might be understandings for CSCH, how to interview and other tips.

- f) Cynthia mentioned that it is important to make our website easily accessible. We need to ask the questions 'Who is our website for?' and 'What do they see when they Google it?'
- g) Kathy suggested that for the next meeting we should Skype instead of phone call so they can see the website if it is up and running. If this is not available is it possible to take a snap shot as a PDF or have a non-public version of the website up and running.
- h) Shelley stated that the STF may not do any editing for us so we should try to make it as accurate as possible to minimize the editing we may have to do later.
- i) Kendra stated that the website is being done as a free service to us from the STF.

#### **4.2 SHEA Resources**

- a) Sent e-mails to Kyla from Conference 2011
  - Kyla to forward information from conference to those people whose emails were provided *Amended: Kendra will forward information to participants*
  - Important to encourage people to be a member if they like the resources that were provided. They can contact Kendra for a membership form.

#### **4.3 SHEA Bursary**

- a) This year SHEA was unable to help because there was no policy or procedure in place at the time.
- b) The idea was brought to the table to create 1 SHEA scholarship for \$200 and use another bursary for other health education professional development opportunities – limited to students or professionals in the health field.
- c) Kathy feels we should discuss SHEA's financial situation before discussing where the money will go.
- d) No decision was made at this time regarding SHEA Bursary's due to unpredictable financial situation this year (conference).

#### 4.4 Conference 2012

- a) SHEA received an e-mail from SPEA stating that SPEA would no longer like to be associated with SHEA in regards to the conference. The last 5 years SPEA and SHEA have co-planned a the conference together. Last year the conference was affected by the teachers strike resulting in lower attendance.
- b) *Amended: SHEA felt that* we did have lots of participants attending our sessions regarding the new curriculum.
- c) President of SPEA phoned Kendra to let SHEA know that SPEA does not want SHEA to be involved in the planning process. Kendra requested an e-mail for further clarification.
- d) There was a consensus to respond to the e-mail in a brief and forward manner and look forward to creating our own image again for SHEA. Kendra will make a draft and circulate a copy before sending it out.
- e) Kathy stated she ran the conference a few years ago with Jenn Wyatt.
- f) Cynthia stated that SHEA should use this as a great opportunity to create our own identity and image.
- g) Kyla presented a brochure from the 2002 Conference that was presented by SHEA only.
- h) Questions were raised such as 'Can we create our own conference this year or is it too soon or too early?' Shelly asked if we go ahead with it this year, do we realistically have time? Maybe on a smaller scope? The website also needs to get done. Shelly suggested that SHEA build upon the conference slowly if we go ahead with it. Maybe we should at least have something small for the members that we have at this time.
- i) It was suggested that if we do have a conference we should attract not only educators but also health promotion fields, nurses, guidance, Siast students, etc. and gear the conference towards more people outside the education field. Suggestions to use the University of Regina to get students to come to the conference by giving a cheaper student rate. This may result in creating more members. It was also brought to the table that you must sign up to be a member to attend the conference.

- j) SHEA conference in years past created more membership in comparison to the SPEA/SHEA conference and was held before at the Moose Jaw Spa. Cynthia suggests membership is the biggest way to generate finances and aim high. The SHEA conference was usually held before February break for 2 days with big Keynote at the end of the conference. We should look into other subject areas for guidance in creating our own image. With our own conference we should create less of a physical education focus.
- k) It was suggested that we should look towards planning in a year (October 2012) SHEA's first independent conference but focus on the website for now.
- l) Cynthia stated she will contact Temple Gardens Mineral Spa for available dates in October 2012 to hold the conference.
- m) Kendra stated that the new wellness 10 curriculum is coming out and we should be working together as both SHEA and SPEA together.
- n) SHEA conference in years past created more membership in comparison to the SPEA/SHEA conference and was held before at the Moose Jaw Spa. Cynthia suggests membership is the biggest way to generate finances and aim high. The SHEA conference was usually held before February break for 2 days with big Keynote at the end of the conference. We should look into other subject areas for guidance in creating our own image. With our own conference we should create less of a physical education focus.

#### **4.5 President Bursary**

- a) Kyla tabled the idea of having a small bursary for the President and possibly other member of SHEA (ex: executive director, treasurer)
- b) Kathy approves the \$500 is awarded to the President of SHEA provided in May of each year. Seconded by Ashley. All approved. Passed. No objections.
- c) Amended paid in May of each school year.

#### **5.0 AOB**

- a) News from the University of Regina – Shelley Barthel – Not at this time.
- b) Kendra stated that we should possibly start a Facebook page for SHEA which would be easy access for most students to get information or link to our website.

- c) Kathy stated she would like to be more involved in the meeting but finds it difficult to do over the phone. She said that we should look into other options like Skype or have a hard copy of the website for people on the phone to look at.

'Go to meeting' is a computer program that Cynthia has used before which is similar to Skype. Kyla has used Adobe Connect for daily contact with Wellness 10 teachers for real time interaction.

- d) Kyla to speak with Shelley regarding Special Education Health for all pre-service teachers.

### **6.0 Next Meeting**

- a) Kendra to send out a Doodle in November to determine when the next meeting will be held.